

**Minutes of Risk Management Advisory Board Meeting
Friday, September 26, 2008**

Present: Edelmann, Patricia (Chair) Nix-Baker, Leslie Sator, Ken
 Han, Joseph Rees, Rick Stephen, David
 Jackson, Richard Reichel, Eric Thorpe, Mike

Absent: Ellis, Herman; Finley, Karen; Parenti, Sally;

Meeting called to order at 9:00 a.m. by Patricia Edelmann

General Information: Public Safety Moonlight Walk will take place on Monday, October 13.

I. Approval of Minutes of April 9, 2008 Meeting

Minutes for the April 9 meeting were reviewed for changes, additions, questions, or corrections and approved. Ken moved to approve and Mike seconded.

II. Charge of RMAB for 08-09 FY

Over the last couple of years the committee has been working on identifying risks on campus. The next step is to meet with departments to identify risks associated with their areas and measures in place to mitigate those risks. The focus is on financial and legal liability exposure. Patricia and Mike will create a listing of departments to contact and questions to ask and send it electronically to the group.

III. Field Trip Procedures

Campus is waiting for electronic signature approval from the Chancellor's Office for the release forms. Updated information may be discussed at the Fitting the Pieces Conference in November. The electronic release process is being worked on at the campus level and may be initiated at the beginning of the term. For events it will still be a paper release process. This may change in the future but the class field trip process will be addressed first.

There should be future discussion on aspects of field trips – do we want to set guidelines for outings? Patricia and Mike will work on a set of procedures to discuss at a later meeting.

-Departments are concerned about the increase in cost of University transportation. Students are making more of their own transportation arrangements.

-Athletics has no alcohol use on athletic team outings. If there is a University-sponsored activity/event then there should be no alcohol; however, what if it is after the organized portion of the field trip, can we, do we want to, control that? Example would be on a camping trip after organized portion of field trip. There is a distinct difference between IRA Programs, class activities and University Sponsored Student Organizations – they are very different entities and there are differences in what the campus is held responsible for. There is no rule that student organizations can't drink off campus but if they are serving to minors, they are disciplined.

-What is the role of the instructor for monitoring students after hours – such as on a camping trip?

-Alcohol and drug issue is a concern.

-May want to discuss revising the roster list for better accuracy.

IV. Other Items

Joseph Han asked about the process for obtaining DMV records and the training process for employees who are driving for their job. He is concerned about individuals who may be driving State vehicles and have a suspended license. The campus policy is to notify the supervisor if a license is suspended. Ken will respond to Joseph. Mike will send a copy of the State of California Vehicle Accident Report (STD. 270) to Joseph.

Next Meeting: October 24, 2008, 9-10 a.m., location tba

Meeting Adjourned at 9:50 a.m.